	INDIANA DEPARTMENT OF CHILD SERVICES	
	PROBATION SERVICES MANUAL	
	Chapter 2: Placements	Effective Date:
	Section 3: Initial Placement	Version: 1

GUIDANCE

Initial Placement

IC 31-37-5-8

Juvenile court submission of proposed service, program, or placement to department; approval or disapproval by department; emergencies; entry of order by juvenile court; appeal by department

If a youth is placed in a DCS-paid facility, the placement will be entered on the “Placements” tab.


If the placement was a court ordered removal and placement, then “Yes” should be selected. With this selection, the KidTraks placement wizard is enabled. This will take the PO through screens that request the data needed for CEU to determine eligibility for the youth. Some data will be mandatory at this time – the initial placement and the initial removal hearing information. Other data may be skipped and can be entered at a later time – removal month income, education information and permanency plan goal. By answering the question “Yes”, the Placement tab is now enabled. The wizard is activated by clicking on “Add Placement”.

CASE: - Basic Abby Action: [Add New Service Referral](#) [Go](#)

Case Information Services **Placements** Hearings Income Attachments Notifications (4)

Has there been a court ordered removal and placement? ☐ No ☒ Yes

ESC REFERRALS: [Add ESC Placement Referral](#)

	Start Date	End Date	Provider Name	Print
13074271	2/8/2013 10:00:00 PM	2/9/2013 2:00:00 PM	LUTHERWOOD RESIDENTIAL TREATMENT CENTER 32095	

DISABILITIES: [Add Disability](#)

Disability Type	Disability Sub Type	Diagnosed Date	Action
No records to display...			

PERMANENCY PLAN: [Add Permanency Plan](#)

No records to display...

PLACEMENTS: [Missing a Resource?](#) [Add Placement](#) [Add Runaway from Placement](#) [Add Trial Home Visit](#) [Edit Placements](#)

Person	Resource	Start Date	End Date	Action	Action
There are no records to display					

When “Add Placement” is clicked, a validation message will appear. The placement wizard will require the removal hearing information to be entered which asks about from whom the youth was removed. In order to be able to answer that question, the person must already be created as a case participant.

Basic Entry

Action: Add New Service Referral

Information Services Placements Hearings Income Attachments Notifications (4)

been a court ordered removal and placement?:* ☐ No ☒ Yes

ERRORS:

Start Date	End Date	Person Name	Relationship
2/8/2013 10:00:00 PM	2/8/2013 10:00:00 PM	Mother Basic	parent

ITIES:

ty Type

ds to display...

ENCY PLAN:

is to display...

ENTS: Missing a Resource? Add Placement Add Runaway from Placement Add Trial Home Visit Edit Placement

Household Members

Household Members

Person Name Relationship

Mother Basic parent

Please confirm: the household member (HHM), from whom the child is being removed, is listed above?

No, I need to enter the HHM..

Yes, the HHM is listed above..

Add ESC Placement Refe

Print

Add Disab

Action

Add Permanency f

If the person appears as a household member in the message, click the “Yes, the HHM is listed above” and the placement wizard process will continue. If the person does not appear, click “No”. This will take the user out of the placement wizard process and land them back on the Placement tab. To add the person from whom the child has been removed, click on the Case Information page and go through the process to “Create Case Participant”. Once the person has been added as a case participant, come back to the Placement tab and click “Add Placement” once more. This time, the validation message can be answered “Yes, the HHM is listed above” and the user can continue.

The first step in the Placement wizard is selecting the appropriate placement resource. The PO is taken to the resource search screen. **Keep in mind that the initial placement may be a detention center if it immediately precedes a DCS paid placement.**

Placement Hearing Education Removal Income Disability Permanency Plan

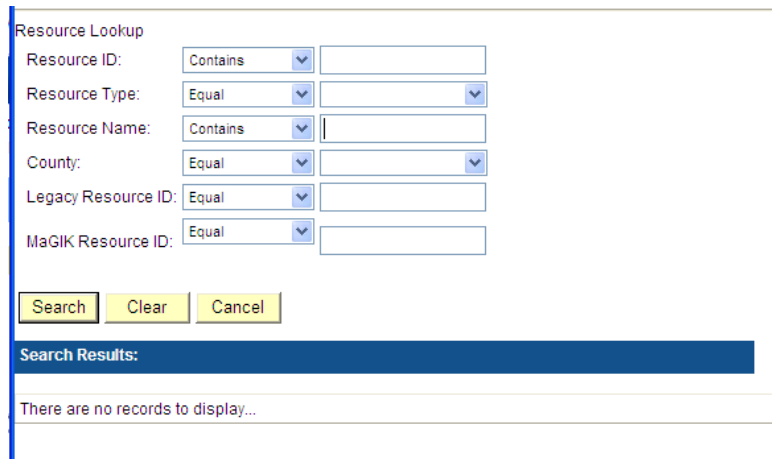
New Placement:

Resource ID:*

Start Date:*

Cancel Next

Clicking on the magnifying glass next to the “Resource ID” box will activate the various ways in which the placement resource ID can be searched and selected. It is advisable to set only a couple of the search parameters so the search is not too narrow.



The screenshot shows a 'Resource Lookup' form with the following fields and controls:

- Resource ID:** A dropdown menu set to 'Contains' followed by a text input field.
- Resource Type:** A dropdown menu set to 'Equal' followed by a text input field and a small downward arrow icon.
- Resource Name:** A dropdown menu set to 'Contains' followed by a text input field.
- County:** A dropdown menu set to 'Equal' followed by a text input field and a small downward arrow icon.
- Legacy Resource ID:** A dropdown menu set to 'Equal' followed by a text input field.
- MaGIK Resource ID:** A dropdown menu set to 'Equal' followed by a text input field.

Below the input fields are three buttons: 'Search' (highlighted in yellow), 'Clear', and 'Cancel'.

Underneath the buttons is a section titled 'Search Results:' with a dark blue header bar. Below this header, the text 'There are no records to display...' is shown in a light blue box.

The following fields are available when searching for a placement resource:

- **Resource ID:** Numeric field for entering the KT resource ID.
- **Resource Type:** There are four selections and it is advisable to select one of these in the search:
 - ✓ **Foster Family** – includes DCS and LCPA licensed foster homes as well as unlicensed relative homes
 - ✓ **Out of State** – includes both residential and licensed foster homes as well as unlicensed relative homes located outside of the state of Indiana
 - ✓ **Placement Provider** – these are non-DCS licensed resources which include detention centers, jails/prisons, hospitals, nursing homes, and mental health facilities
 - ✓ **Residential Resources** – these are the DCS licensed and contracted resources which include child caring institutions, group homes and private secures
- **Resource Name:** Text field for entering a portion or the entire resource name. Please keep in mind that this is the contracted name of the resource which might be slightly different than how the facility is known or referred to in the community (i.e., 'UMCH' will return no results, but entering 'United Methodist' will return six results for Indiana United Methodist Children's Home).
- **County:** Refers to the county in which the resource is located.

- **Legacy Resource ID:** Numeric field for entering the old ICWIS resource ID.
- **MaGIK Resource ID:** Numeric field for entering the new MaGIK resource ID (eleven digits).

Resource Lookup

Resource ID: Contains

Resource Type: Equal Residential Resource

Resource Name: Contains damar

County: Equal

Legacy Resource ID: Equal

MaGIK Resource ID: Equal

Search Results: 10 Records Found

	Resource ID	Resource Type	Resource Name
Select	160635933	Child Caring Institution	DAMAR SERVICES, INC 32029
Select	592474198	Private Secure Facility	DAMAR SERVICE - YOUNG BOYS BASE SERVICES
Select	592484198	Private Secure Facility	DAMAR SERVICES-BASE RIGHT AND LEFT FIELD
Select	592508198	Private Secure Facility	DAMAR SERVICES-AUTISM TREATMENT UNIT 73863
Select	592515198	Private Secure Facility	DAMAR SERVICES-ITST SERVICES 73864
Select	592520198	Private Secure Facility	DAMAR SERVICES-GIRLS TREATMENT UNIT 73863
Select	600973599	Crown Home	DAMAR - EL CAMINO HOUSE

After setting the search parameters, click “Search” to pull the matching results. Parameters can be modified if the desired results are not found. If the appropriate resource appears, click the “Select” in the far left hand column to select that resource and it will auto populate onto the New Placement screen.

IN.gov Indiana Department of Child Services

Source: Probation Source ID: 100000231722 Current User: Test 1 PO
Case County: ALL Description: Basic Abby

Placement Hearing Education Removal Income Disability Permanency Plan

New Placement:

Resource ID: 592520198 DAMAR SERVICES-GIRLS TREATMENT UNIT 73863

Start Date: 4/9/2013 11:00 AM

Use the calendar to set the start date of the initial placement and use the clock to set the begin time. Time will default to 12 a.m. if it is not set; it is important to set both date and time accurately. Once completed, click “Next” and the Placement Wizard progresses to the initial hearing information.

